

Title: CLEANING OF PARTS IN DIVISION CLEANING ROOMS	Number: D65-09-02	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 4

31 January 1997

STANDARD OPERATING PROCEDURE D65-09-02

From: D65

To: D65 Division

Subj: CLEANING OF PARTS IN DIVISION CLEANING ROOMS

1. Purpose. To establish a minimum standard for the cleaning of various equipment in the Division Cleaning Room areas located in both the Old Town Campus (OTC) Taylor Street and 32nd Street Naval Station facilities.

2. Scope and Application. The requirements of this SOP apply to all cleaning operations which take place in two OTC Taylor Street (Code D654) Cleaning Rooms, located in Building 1 through Door 7A and Building 4 through Door 28, and the Cryptographic Repair Facility (CRF; Code D653) Cleaning Room, located in Building 92, Room 5, at the 32nd Street Naval Station. This SOP applies to all military, civilian, and contractor personnel involved in the cleaning of equipment in these Cleaning Rooms.

a. Cleaning operations covered by this SOP using only water and non-toxic materials take place in the sinks, wash booths, dip tanks, and other designated wash areas in the Cleaning Rooms. The following CAUTION SIGN will be posted in all Division Cleaning Rooms.

CAUTION

Use of toxic materials in cleaning operations is prohibited in Division Cleaning Rooms.

b. This SOP covers the cleaning of the following types of parts: circuit cards, electrical equipment racks, cables, equipment chassis, cases and other similar components and hardware.

3. Policy. The cleaning of equipment in the Division Cleaning Rooms is accomplished by using only non-toxic cleaners and water. The type of contamination that may be present on the parts being cleaned and what process or processes the parts have undergone at NRaD will determine the procedure for cleaning the part. Specific requirements and guidelines are shown in the following paragraphs. The following specific requirements and guidelines will be strictly adhered to by all personnel involved in parts cleaning operations.

a. Parts (other than the containers mentioned in the next paragraph) which have previously been used in a process with toxic materials through stripping of conformal coatings or fluxes,

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immersion in solvent, general wipe or swap cleaning, spraying, or other operations, shall, first, be immersed and rinsed off in a bucket or tank of rinse water before being cleaned with non-toxic cleaners and water. The rinse water will be reused until the operator deems it necessary for fresh rinse water. The contaminated rinse water will then be transferred into a waste water drum that will be managed as “hazardous waste” unless laboratory analysis directed by the NRaD Safety and Environmental Office shows it is safe to discharge into a sanitary sewer. The rinse water and/or residues will not be discharged directly into sinks, toilets, drains, or sewer connections. Only approved, labeled containers will be used in Division Cleaning Rooms. A list of approved cleaners will be posted in a highly visible location within each Division Cleaning Room.

b. Containers such as cans, bottles, trays, basins, pots, or other similar containers which have held a toxic chemical (including paint) at any time shall only be cleaned in such a way that the cleaner, residue, and waste water will be captured. The waste water and/or residues will not be discharged directly into sinks, toilets, drains, or sewer connections. Only approved, labeled containers will be used in Division Cleaning Rooms. A list of approved cleaners will be posted in a highly visible location within each Division Cleaning Room.

c. All other parts which have not previously been used in a process with toxic solvents/materials and/or are only contaminated with dirt, oils, or greases are authorized to be cleaned in any wash area in the Cleaning Rooms. The waste water and/or residues from this cleaning are authorized to be discharged into sinks and other designated wash areas inside the Cleaning Rooms.

4. Definitions. The following definitions apply to cleaning operations covered by this SOP.

a. Hazardous Material - Any material that, because of its quantity, concentration, or physical/chemical characteristics, poses a present or potential hazard to human health and safety or to the environment.

b. Non-Toxic Material - A hazardous material which is of the type listed below:

- (1) Grez-Off
- (2) Envy
- (3) Touch-Up
- (4) Simple Green
- (5) Goo Gone
- (6) Detergent, General Purpose (spray on)

c. Toxic Material - Any hazardous material which is not a non-toxic material as defined above.

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d. Previously Used in a Process with Toxic Materials - Having been used in a process such as stripping, coating, painting, spraying, wiping, immersing or any other process which allows physical contact between a part and a toxic material while at NRaD.

5. Procedures. The following procedures specifically cover cleaning of parts both previously used in a process with toxic materials and not previously used in such as process.

a. Cleaning of Parts Previously Used in a Process with Toxic Materials. The cleaning of these parts will proceed according to the following steps:

(1) Immerse the part in the rinse bucket or tank to rinse off all residual toxic material. When this rinse water is deemed to be too contaminated for use, empty the rinse water into a “hazardous waste” drum. This drum will be supplied by and disposed by the Safety and Environmental Office. The Division Hazardous Material Coordinator is responsible for coordination with Code D038 for supply and disposal of “hazardous waste” drums.

(2) Once all residual toxic material has been rinsed off, use only non-toxic materials and water for further cleaning of the part.

(3) Clean the part by dipping, soaking, spraying, scrubbing, or by washing the part in an automatic parts washer. Non-toxic cleaner and wash water are authorized for discharge into sinks and designated wash areas.

(4) Rinse the part using water. This rinse water is authorized for discharge into sinks and designated wash areas.

(5) Dry the part using an oven, compressed air, or by allowing to air dry.

b. Cleaning of Parts NOT Previously Used in a Process with Toxic Materials and/or Contaminated only with Oils, Greases, or Dirt. The cleaning of these parts will proceed according to the following steps:

(1) Use only non-toxic materials and water for cleaning the part.

(2) Clean the part by dipping, soaking, spraying, or scrubbing. The non-toxic cleaner, residue, and wash water are authorized for discharge into sinks and designated wash areas.

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(3) Rinse the part using water. The non-toxic cleaner, residue, and wash water are authorized for discharge into sinks and designated wash areas.

(4) Dry the part using an oven, compressed air, or by allowing to air dry.

6. Personal Protective Equipment. All personnel who perform the cleaning operations described in this SOP will wear protective gloves and safety glasses or face shields. In areas where a noise hazard is present, such as when using compressed air or using the “walk-in” wash booth, hearing protection will be worn.

7. Training. All personnel will read and understand this SOP and sign a Training Log as proof of training before performing any of the operations covered in this SOP. Refresher training will take place at least annually with a Training Log, again, being signed as proof of training.

8. Responsibilities. Responsibilities for implementation of and adherence to this SOP are shown below.

a. Code D65 (Division) - The Division is responsible for ensuring that the requirements of this SOP are followed. Subsequent changes to this SOP will be made only after review and approval by the NRaD Safety and Environmental Office (Code D038) and the Division Head in that order

b. Code D65 (Division) Personnel - Division personnel who perform the operations identified in this SOP are required to complete initial training. Personnel will receive Refresher Training at least annually.

c. Code D038 (Safety and Environmental Office) - The NRaD Safety and Environmental Office will monitor the operations identified in this SOP. This office will review and approve all proposed changes to this SOP.

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Copy to:
Code D038